



State of Rhode Island  
and Providence Plantations  
Office of the Secretary of State

**A. Ralph Mollis**, Secretary of State  
Corporations Division  
148 W. River Street  
Providence, RI 02904-2615  
401.222.3040

## NON-PROFIT CORPORATION ANNUAL REPORT FOR THE YEAR \_\_\_\_\_

**Filing Period:** June 1 - June 30 • **Filing Fee:** \$20.00\* • **THIS REPORT MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK.**

\* In accordance with R.I.G.L. 7-6-94, each corporation failing or refusing to file its annual report within the time prescribed by law (R.I.G.L. 7-6-91) is subject to a penalty fee of \$25.00.

1. Corporate ID No.		2. Name of Corporation			
3. State of Incorporation		4. Corporate address in Rhode Island - Street Address		City	Zip
5. <b>Foreign corporation.</b> Enter principal office address		City		State	Zip
6. Brief Description of the character of the affairs which are actually conducted in Rhode Island					
<b>7. NAMES AND ADDRESSES OF THE OFFICERS: ("X" BOX FOR ATTACHMENT) <input type="checkbox"/> FILL IN SPACES BEFORE USING ATTACHMENTS</b>					
President Name			Vice President Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Secretary Name			Treasurer Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
<b>8. NAMES AND ADDRESSES OF THE DIRECTORS: ("X" BOX FOR ATTACHMENT) <input type="checkbox"/> FILL IN SPACES BEFORE USING ATTACHMENTS</b>					
<b>THE NUMBER OF DIRECTORS OF A DOMESTIC (RHODE ISLAND) CORPORATION SHALL NOT BE LESS THAN THREE (3). R.I.G.L. 7-6-23</b>					
Director Name			Director Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Director Name			Director Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
<b>9. REGISTERED AGENT IN RHODE ISLAND</b>					
This information is currently of record in the Office of the Secretary of State. Changes require filing of Form 641 - R.I.G.L. 7-6-13/7-6-78					

This report must be signed by either the President, Vice President, Secretary, Assistant Secretary, Treasurer, Receiver or Trustee

File Date \_\_\_\_\_

Check No. \_\_\_\_\_

By: \_\_\_\_\_

FOR SECRETARY OF STATE USE ONLY

Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements contained herein are true and correct.

Signature of Officer \_\_\_\_\_ Date \_\_\_\_\_

Print or Type Name of Officer \_\_\_\_\_

Title of Officer \_\_\_\_\_

# INSTRUCTIONS FOR FILING A NON-PROFIT CORPORATION ANNUAL REPORT

*To avoid possible delays, please read all instructions carefully before completing the report.*

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**All sections, including the signature and date, must be completed; otherwise, the report will be returned to you.** To file this report online using Visa, MasterCard, or American Express, visit [www.sec.state.ri.us/corps](http://www.sec.state.ri.us/corps) and simply click on the "File Annual Reports Online" link.

## **FOR IMAGING PURPOSES, THE REPORT MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK.**

The report must be signed and dated. It shall be executed by the corporation's president, vice president, secretary, assistant secretary or treasurer; or, if the corporation is in the hands of a receiver or trustee, it shall be executed on behalf of the corporation by the receiver or trustee. The signature of any official other than those listed above will not be accepted.

Annual Reports are to be filed yearly during the month of June, but in no event should they be submitted for filing more than sixty (60) days prior to the commencement of the filing period. Failure to file the report and filing fee may result in revocation of the Certificate of Incorporation or the Certificate of Authority.

An annual report must be filed even though the corporation may not be actively engaged in its affairs at the time the report is due. Should you wish to dissolve or withdraw the corporation, please contact this office for the proper procedure.

In accordance with R.I.G.L. 7-6-94, each corporation failing or refusing to file its annual report within the time prescribed by law (R.I.G.L. 7-6-91) is subject to a penalty fee of \$25.00.

In order to accurately complete this form, please log onto our corporate database at [www.sec.state.ri.us/corps](http://www.sec.state.ri.us/corps) to view your entity summary screen or to obtain a copy of your last annual report filing.

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**Section 1.** This section lists the corporate identification number. **DO NOT ALTER THIS NUMBER.** Please include this number on your check and refer to it in any future correspondence or filings with the Corporations Division.

**Section 2.** List the exact corporate name as it appears on the Articles of Incorporation or latest amendment. If the corporate name has changed, an amendment must be filed with this office. Articles of Amendment forms (Domestic Corporations) or Amended Certificate of Authority forms (Foreign Corporations) can be filed online using Visa, MasterCard, or American Express, visit [www.sec.state.ri.us/corps](http://www.sec.state.ri.us/corps) and simply click on the "File Corporations Online" link or a paper form can be obtained by selecting "Corporate Forms." Of course, we will provide a hardcopy of the form upon request by calling 401-222-3040.

**Section 3.** List the state or country of incorporation. If the information is incorrect on your entity summary screen, please contact this office.

**Section 4.** Please provide the principal office address of the corporation in the State of Rhode Island.

**Section 5.** If a foreign corporation, please list the address of the corporation's principal office in the state or country of incorporation. If the corporation does not have a principal office in the state or country of its incorporation, please list the corporation's registered office of record in its state or country of incorporation.

**Section 6.** Provide a brief statement of the character of affairs which the corporation is actually conducting in this state if nothing is pre-printed in this section. If the corporation is inactive, this section must still be completed.

**Section 7.** List the names and respective addresses of the officers of the corporation on the form. **Do not leave areas blank.** If the answer is none, write "none". The officers of a corporation may be designated by any additional titles that may be provided in the articles of incorporation or the by laws. If additional space is needed, attachments will be accepted only after the designated areas on the form are completed. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.

**Section 8.** List the names and respective addresses of the directors of the corporation on the form. **Do not leave areas blank.** If a domestic non-profit corporation, the number of directors of a corporation shall not be less than three (3). If additional space is needed, attachments will be accepted only after the designated areas on the form are completed. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.

**Section 9.** The corporation's registered agent and registered office is of record in this office and can be found on the entity summary screen. If the registered agent and/or registered office has changed, a Statement of Change of Registered Office/Registered Agent (Form 641) must be filed with this office. To file the Statement of Change online using Visa, MasterCard, or American Express, visit [www.sec.state.ri.us/corps](http://www.sec.state.ri.us/corps) and simply click on the "File Corporations Online" link or a paper form can be obtained by selecting "Corporate Forms." Of course, we will provide a hardcopy of the form upon request by calling 401-222-3040.